

Intrax Career Training

Management, Business, Commerce and Finance Training Plan

Focus: Human Resources Administration

Program Goals

The Intrax Career Training Program is designed to provide young professionals with practical training and experience in their chosen field of study while exposing them to American business practices and culture. Upon completion of the program, participants will be prepared to return to their home country and secure a rewarding position in their chosen career field.

Trainee Information

Last Name:

First Name:

Middle Name:

E-mail Address:

Phone Number:

Mailing Address:

Host Company Information

Company Name:

Training Advisor's Name:

Title:

E-mail Address:

Website:

Phone Number:

Fax Number:

Mailing Address:

Program Information

Start Date:

End Date:

Program is: Paid Unpaid

Stipend is:

Additional Compensation:

Hours of Training per Average Week:

Training Objectives

This program is designed to provide the trainee with training and practical experience in human resources administration. The Human Resources Department of _____, a division of _____ located in _____, is responsible for a staff of over 1,000 employees.

Training Prerequisites

The trainee needs to have a degree in business administration or an equivalent degree or experience in a business related field. He or she also needs to have conversational English skills and accuracy with numbers.

Skills to be Imparted

The trainee will learn to recruit employees, administrate payroll, manage a benefits program, implement a risk management plan, and manage employee relations. Upon completion of the program, the trainee should be prepared for a position in any part of a human resources department.

On the Job Training

Hands on experience is an essential component of this training plan. The trainee will have the opportunity to put into practice skills and theories that can only be fully realized through actually working in the human resources field. He or she will also gain first-hand experience of human resources administration as it is practiced in the United States.

Supervision and Evaluation

The trainee's program will be supervised by _____, the designated Program Advisor. She will be responsible for guiding the trainee through the program, ensuring the quality of the training experience and providing any advise or assistance required by the trainee.

In addition to the Program Advisor, a human resources professional will supervise the trainee during each on the job segments of the plan. The human resources professionals will be responsible for ensuring the trainee has the basic knowledge and skills in their area required for a succesful training experience.

Each phase of the program will be followed by a review with the supervisor for that phase, and a joint review by the Program Advisor and the trainee. These reviews will become part of the permanent record of the trainee's experience. A standardized form will be used to ensure the information will be useful in overall program analysis.

Training Schedule

Phase I - Orientation and Introduction to Human Resources

Weeks One to Eight

Summary:

During this phase, the trainee will receive a general orientation to _____, followed by an introduction to each of the areas of responsibility within the human resources department.

Details:

Week One: Basic orientation, assignment to housing, tour of Yosemite National Park, and introduction to the various departments within Yosemite Concession Services

Weeks Two - Three: Introduction to the human resources department, including two weeks of training on the human resources database software and accounting system

Week Four: Introduction to recruitment

Week Five: Introduction to payroll

Week Six: Introduction to benefits administration

Week Seven: Introduction to risk management

Week Eight: Introduction to employee relations

Review:

Upon completion of Phase I, the trainee will meet with his or her Training Advisor to review the lessons learned, and to evaluate the trainee's preparation for advancement to Phase II.

Phase II - Employee Recruitment

Weeks Nine to Twenty-Four

Summary:

In this phase, the trainee will learn to effectively recruit new employees, building upon the introduction to recruitment in week four. Skills to be imparted include developing a comprehensive job description, advertising job openings, evaluating resumes, interviewing, and writing job offers. This phase will be supervised by the Manager of Employee Relations & Recruitment, who is also the Program Advisor.

Details:

Week Nine: Learning the Principals of Hiring

Week Ten: Practical Training in Hiring

Week Eleven: Learning to Develop Job Descriptions

Week Twelve: Practical Training in Developing Job Descriptions

Week Thirteen: Learning How to Post Job Openings via Print Media and the Web

Week Fourteen: Practical Training in Advertising Job Openings via Print Media and the Web

Week Fifteen: Learning to Review Resumes, Evaluate Skills and Experience, and Check References

Week Sixteen: Practical Experience Reviewing Resumes, Evaluating Skills, and Experience, and Checking References

Week Seventeen: Learning to Conduct Job Interviews

Week Eighteen: Practical Experience Conducting Job Interviews

Week Nineteen: Learning to Write Job Offers

Week Twenty: Practical Experience in Writing Job Offers

Weeks Twenty-One and Twenty-Two: Learning to Develop an Employee Recruitment Campaign

Weeks Twenty-Three and Twenty-Four: Practical Experience in Developing an Employee Recruitment Campaign

Review:

Upon completion of Phase II, the supervisor will review the performance of the trainee to ensure that he or she has the knowledge and skills necessary to effectively recruit and hire employees, and then the Program Advisor will conduct her review to ensure that the trainee is prepared to advance to Phase III.

Phase III - Payroll Administration

Weeks Twenty-Five to Forty

Summary:

During the Payroll Administration Phase, the trainee will learn to administrate payroll through the use of the YCS payroll system, to research tax information, to process timesheets, to produce paychecks, and to audit pay records. The information and skills introduced will build upon the basic information given during week five and in phase II where the trainee learned to hire employees, now the trainee will learn about handling their payroll. This phase will be supervised by the Payroll Administrator.

Details:

Week Twenty-Five: Learning to Create a New Pay Record in the Automated Payroll System

Week Twenty-Six: Practical Experience in Creating New Pay Records in the Automated Payroll System

Week Twenty-Seven: Learning to enter W-4 Information and Make Changes to Withholdings in the Automated Payroll System

Week Twenty-Eight: Practical Experience Entering W-4 Information and Making Changes to Withholding in the Automated Payroll System

Week Twenty-Nine: Learning to Create W-2 Forms

Week Thirty: Practical Experience Creating W-2 Forms

Week Thirty-One: Learning to Adhere to Tax Laws and Minimize Liabilities

Week Thirty-Two: Learning to Process Time Sheets

Week Thirty-Three: Practical Experience in Processing Time Sheets

Week Thirty-Four: Learning to Produce Paychecks via the Automated Payroll System

Week Thirty-Five: Practical Experience in Producing Paychecks via the Automated Payroll System

Weeks Thirty-Six and Thirty-Seven: Learning to Audit Pay Records

Weeks Thirty-Eight through Forty: Practical Experience in Auditing Pay Records

Review:

After completing Phase III, the trainee will receive a review from the Payroll Administrator to ensure that he or she is well versed in the payroll function of human resources. Then the trainee will review his or her progress with the Training Advisor to ensure that he or she is prepared to move on to Phase IV.

Phase IV - Employee Benefits

Weeks Forty-One to Fifty

Summary:

During this phase, the trainee will learn about the various employee benefits available and how to administrate the employee benefits programs at YCS, building upon the introduction to employee benefits in week six and following a chronological progression from hiring employees, to paying them, to administering their benefits.

Details:

Weeks Forty-One and Forty-Two: Introduction to Employee Benefits and Reviews of Various General Employee Benefits Plans

Weeks Forty-Three and Forty-Four: Review of the YCS Benefits Packages

Week Forty-Five and Forty-Six: Learn How to Conduct a Benefits Presentation

Weeks Forty-Seven and Forty-Eight: Practical Experience Conducting Employee Benefits Presentations

Week Forty-Nine: Learn How to Conduct an Employee Benefits Review

Week Fifty: Practical Experience Conducting Employee Benefits Reviews

Review:

The supervisor of employee benefits will review the trainee's performance at the end of this phase to ensure that he or she is properly prepared to administrate a benefits program. Then the Training Advisor will conduct a review to ensure the program meets the trainee's needs and that the trainee is properly prepared to advance to phase V.

Phase V - Risk Management

Weeks Fifty-One to Sixty

Summary:

This phase will prepare the trainee to develop and implement a risk management program. Skills to be imparted include risk evaluation, comparing insurance quotes, purchasing insurance, and mitigating risks. The designated risk manager will supervise the trainee during this phase of the program which builds upon the introduction in week seven and adds to the chronological progression from hiring employees, paying them, and administering their benefits to reducing risks and liabilities on the job.

Details:

Week Fifty-One: Learn to Spot Potential Risk Areas

Week Fifty-Two: Learn to Read and Compare Insurance Quotes

Week Fifty-Three: Learn about Purchasing Insurance Premiums

Week Fifty-Four: Learn to Mitigate Risks through Development of a Risk Management Program

Weeks Fifty-Five through Fifty-Eight: Learn about the Importance of Ergonomics in the Reduction of Repetitive Stress Syndrome

Weeks Fifty-Nine and Sixty: Practical Experience in Examining Work Environments for Ergonomic Deficiencies and Correcting Them

Review:

At the end of this phase the supervisor will evaluate the trainees progress in understanding risk management and the essential elements of developing a risk management plan. Then the Program Advisor will ensure that the program is continuing to meet the trainee's needs and evaluate his or her readiness to advance to phase VII.

Phase VI - Employee Relations

Weeks Sixty-One to Seventy

Summary:

This phase will assist the trainee in developing and implementing employee relations procedures, including orientations, training programs, dispute resolution, and dismissals. This phase builds upon the introduction given during week eight and adds to the chronological progression from hiring employees, to paying them, to administering their benefits, to managing risks to managing employee relations. It will be supervised by the Director of Employee Relations & Recruitment.

Details:

Weeks Sixty-One - Sixty-Four: Learning to Develop an Employee Orientation Program

Weeks Sixty-Five and Sixty-Six: Learning to Work with Department Supervisors to Develop Employee Training Programs

Weeks Sixty-Seven and Sixty-Eight: Learning the Principles of Dispute Resolution and Procedures for Dismissing Employees

Weeks Sixty-Nine and Seventy: Practical Experience in Assisting Department Supervisors with Dispute Resolution Issues

Review:

The supervisor will finish phase VII by evaluating the trainees progress towards understanding the principles of employee relations and the fundamentals of a successful employee relations program. Then she will evaluate the trainee's preparation to advance to phase VIII.

Phase VII - Testing on Human Resources Essentials

Weeks Seventy-One and Seventy-Two

Summary:

During this phase, the trainee will undergo testing from the Program Advisor on his or her understanding of the principles of human resources as taught through phase VII. These oral and written examinations will establish if the trainee is prepared to receive a Certificate of Completion for completing the program.

Details:

Week Seventy-One: Testing on Recruitment, Payroll, and Benefits Administration
Week Seventy-Two: Testing on Risk Management and Employee Relations

Review:

Upon completion of testing, the Program Advisor will determine if the trainee is prepared to receive his or her Certificate of Completion. If the trainee is found to be deficient in any area or areas, the Program Advisor will assist the trainee with a review before re-testing.

Phase VIII - Program Evaluation

Weeks Seventy-Three to Seventy-Four

Summary:

In this final phase of the program, the Trainee and the Program Advisor will complete program evaluation forms and will cover any questions the trainee has before formally completing the program.

Details:

Weeks Seventy-Three and Seventy-Four: Completion of Program Evaluations and Awarding of a Certificate of Program Completion

Review:

At the conclusion of the program, the Program Advisor will give the trainee a Certificate of Completion.